

# **HRBEN BENEFITS ADMINISTRATION**

## **Unlocking Pending (Locked) Life Insurance Records**

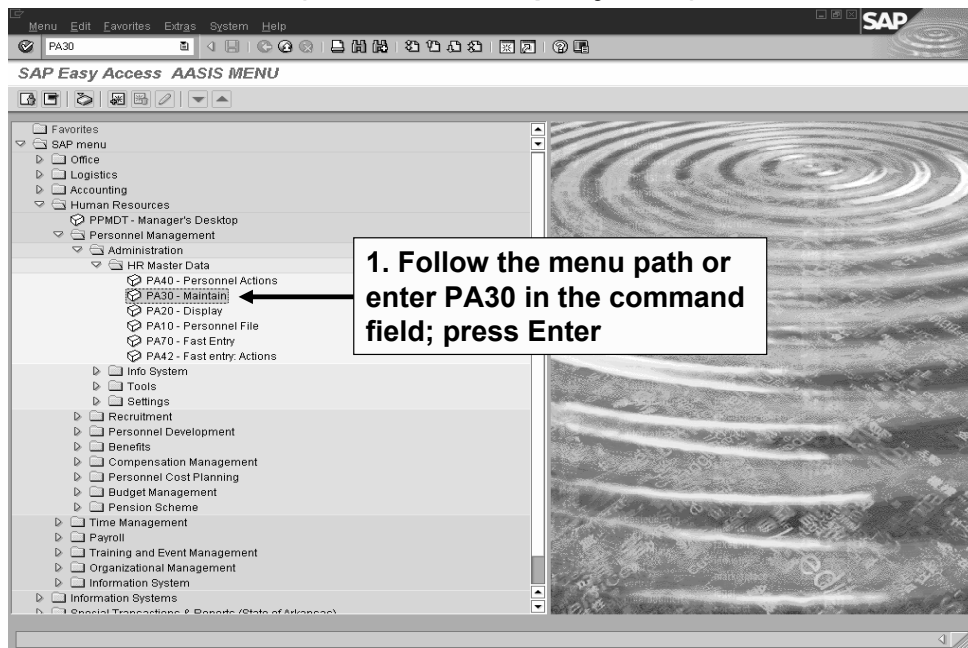
# Demonstration

- Procedures for Optional Life Applicants  
(Locked Employees)

Human Resources > Personnel Management >  
Administration > HR Master Data  
**(PA30)**



# Optional Life Applicants (Locked Employees)



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**Menu Path:** Human Resources > Personnel Management > Administration>HR Master Data (PA30)

## Optional Life Applicants (Locked Employees)

The screenshot shows the SAP HR Master Data - Benefits Administration interface. The window title is "Maintain HR Master Data". The menu bar includes "HR master data", "Edit", "Goto", "Extras", "Utilities", "Settings", "System", and "Help". The toolbar contains icons for various functions. The main area displays employee data for Personnel no. 55, Name 6411, EE group 1, EE subgroup 06, and Cost Center 393290. The "Benefits" tab is selected, showing a list of benefit types on the left and a "Period" selection area on the right. The "Insurance Plans" section is highlighted in the list. Below the list, the "Direct selection" field is set to "0168".

**4. Click Overview**

**2. Enter the Employee's personnel number**

**3. Select the Insurance Plans or enter Infotype 0168 under the Benefits tab.**

## Optional Life Applicants (Locked Employees)

The screenshot shows the SAP 'List Insurance Plans' interface. At the top, there are fields for Personnel No. (55), Name (5911 Hs.), Status (Active), and a date field (06/30/2004). Below these are fields for EE group (1), Regular State Em. (Personnel ar.), EE subgroup (UE), and Employee (SSN). A 'Choose' button is next to the date field.

Annotation 5: 'Select the locked record' points to the 'Choose' button.

Annotation 6: 'Change date to the beginning of pay period\*' points to the date field.

Annotation Note: 'Note: A locked record will be displayed as shown.' points to the 'Locked' column in the table below.

Start date	End Date	Type	Text	Locked	
06/30/2004	12/31/9999	BLIF	Basic Life	BE01 US Able (Basic EE Life ASE)	
02/01/2004	06/29/2004	BLIF	Basic Life	BE01 US Able (Basic EE Life ASE)	
02/01/2004	12/31/9999	OLIF	Optional Life	OE02 US Able-Opt EE Life ASE 1X2X	
02/01/2004	12/31/9999	OLPT	Opt Life Post	OE... US Able Opt EE 1X2X Post Tax	

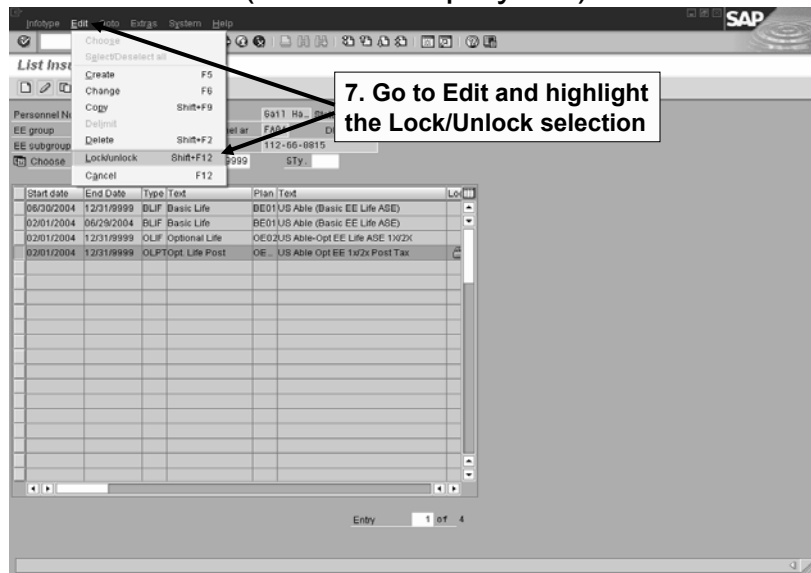
At the bottom of the screen, it says 'Entry 1 of 4'.

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**\* Note:** Refer to EBD's "Table of Important Dates" for pay period corresponding to effective date of coverage.

## Optional Life Applicants (Locked Employees)



## Optional Life Applicants (Locked Employees)

The screenshot shows the SAP HRBEN - Benefits Administration interface. The title bar reads "Unlock Insurance Plans". A callout box with the text "8. Save your entries\*" points to a button at the bottom left of the screen. The main area displays employee data and insurance plan details.

Personnel Data	
EE group	1 Regular State Em. - Personnel ar
EE subgroup	UE Employee
Start	92/01/2004 to 12/31/9999
Plan	0EP2 US Able Opt EE 1W2x Post Tax

General plan data	
Benefit area	US State of Arkansas-US
Plan type	BLIF Basic Life
Benefit plan	BE01 US Able (Basic EE Life ASE)
Insurance Option	BL01 Basic EE Life Coverage

Additional fields	
Original End Date	

At the bottom left, there is a button labeled "Save your entries" with a green checkmark icon.

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**\*Note:** You may receive a message box stating the following: "Recalculation date change for Evidence of Insurability", Click the green check and Save

## Optional Life Applicants (Locked Employees)

**List Insurance Plans**

Personnel No. 55 Name S911 Hs. Status Active  
 EE group 1 Regular State Em. Personnel ar FA94 DFA  
 EE subgroup UE Employee SSN 112-06-0815  
 Choose 01/01/1888 to 12/31/9999 STy

Start date	End Date	Type/Text	Plan Text	Lock
06/30/2004	12/31/9999	BLIF Basic Life	BE01 US Able (Basic EE Life ASE)	
02/01/2004	06/29/2004	BLIF Basic Life	BE01 US Able (Basic EE Life ASE)	
02/01/2004	12/31/9999	OLIF Optional Life	OE02 US Able-Opt EE Life ASE 1X2X	
02/01/2004	12/31/9999	OLPTOpt Life Post	OE... US Able Opt EE 1x2x Post Tax	

☒ Lock indicator for record changed

**Note:** Record has been unlocked

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# Questions and Answers

